

For use by all local candidates and committees and all state candidates and committees not required to file electronically with the Secretary of State.

Use this form to report:

➤ **16-Day Late Contributions Received or Made**

- Contributions that cumulatively total **\$1,000 or more from a single source received or made** during the 16 days immediately preceding the election in which the recipient candidate or ballot measure will be voted on must be reported as late contributions.
- Contributions totaling \$1,000 or more made to or received by a state or county political party committee must also be reported during the 16 days prior to **any** state election.
- These late reporting requirements apply to contributions made to or received by candidates, controlled committees and committees primarily formed to support or oppose a candidate(s) or measure(s). Both the candidate or primarily formed committee receiving the contribution, as well as the candidate or committee making the contribution, must file Form 497.

- Contributions that must be reported include monetary and non-monetary contributions, a loan, or any combination of monetary and non-monetary contributions and loans, including contributions or loans from a candidate's personal funds to his or her campaign.
- **Monetary contributions:** File Form 497 within 24 hours of receiving or making a late monetary contribution or loan.
- **Non-monetary or in-kind contributions:** File Form 497 within 24 hours of **making** a late non-monetary or in-kind contribution. In addition, you must notify the recipient of the value of the contribution with 24 hours of the date the contribution was made. The notice of value sent to the recipient of the late non-monetary or in-kind contribution need not be filed with a filing officer, and there is no standardized form. The notice should be sent by personal delivery, fax or guaranteed overnight delivery.
- Those who **receive** a late non-monetary or in-kind contribution must file Form 497 within 48 hours of the date the contribution was received.
- File Form 497 at the same locations you regularly file campaign statements. It must be filed by fax, guaranteed overnight delivery service or personal delivery. Regular mail may not be used.

A late contribution report does not need to be filed when a transfer is made between two campaign committees controlled by the same candidate.

497 Contribution Report

Type or print in ink.
Amounts may be rounded to whole dollars.

497 CONTRIBUTION REPORT

NAME OF FILER		Date of This Filing _____ Report No. _____ <input type="checkbox"/> Amendment to Report No. _____ <small>(explain below)</small> No. of Pages _____	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER <i>(if applicable)</i>			
STREET ADDRESS				
CITY	STATE			

1. Contribution(s) Received

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	AMOUNT RECEIVED
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan <div>_____% Provide interest rate</div>
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan <div>_____% Provide interest rate</div>
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan <div>_____% Provide interest rate</div>

Reason for Amendment: _____

*Contributor Codes
 IND – Individual
 COM – Recipient Committee (other than PTY or SCC)
 OTH – Other (e.g., business entity)
 PTY – Political Party
 SCC – Small Contributor Committee

How to Complete Form 497

Report Number. Assign a unique identifying number to each Form 497 report you file. You may use any number (such as 1, 2, 3, PR-1, PR-2, PR-3, etc.).

Amendments. To amend a Form 497, assign a new unique identifying number as the Report Number, check the Amendment box, and enter the identifying number of the report you are amending. Describe the amendment in the space provided at the bottom of the form.

Date of Election. If the contribution was made to a city or county committee and your filing officer is the Secretary of State, you must enter the date of the election.

NOTE: Contributions listed on this form must also be reported on the next regular campaign statement filed.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC campaign disclosure manual for your type of committee. Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

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AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)			
STREET ADDRESS				
CITY	STATE ZIP CODE			

2. Contribution(s) Made

DATE MADE	FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION (IF APPLICABLE)

Reason for Amendment: _____